

## **MENTORING SESSION #12**

Name of Protégé \_\_\_\_\_  
Name of Mentor \_\_\_\_\_  
Date of Session \_\_\_\_\_

“If I have seen further [than others] it is by standing on the shoulders of giants.”

Isaac Newton

### **PROFESSIONAL:**

**Core area of focus:** Staff Development

**Subject:** The Role of the Chaplain Assistant

**Bring to the session:** - AFMAN 36-2108, Attachment 35, Chaplain Assistant Career Field (5R)  
- The Chaplain Assistant Career Field Education and Training Plan (CFETP)

1) Review and discuss AFMAN 36-2108, Attachment 35, Chaplain Assistant Career Field. This specialty summary for the chaplain assistants provides information concerning duties and responsibilities. Discussion can include, but is not limited to, the following subjects:

- a. Discuss appropriate duties and responsibilities of all chaplain assistants (e.g. administrative support, resource management, use of crisis intervention skills to make referrals when a chaplain is not available, member of a chaplain readiness team, etc)
- b. Discuss inappropriate duties and responsibilities of all chaplain assistants (e.g. performing worship, liturgies and rites, counseling, any duty that conflicts with role of clergy, janitor, etc).
- c. What are the special AFSC qualifications for chaplain assistants?

2) Review and discuss the chaplain assistant CFETP.

a. Discuss how the CFETP provides a roadmap for the entire career of every chaplain assistant.

b. Discuss the importance of proper documentation as a record.

3) Discuss some of the ways a chaplain assistant can assist a chaplain's ministry.

4) Discuss the single manger concept and how it applies to your base.

5) Have the NCOIC brief the staff on the subjects and issues listed above.

### **PERSONAL:**

Are my conversations and actions enhancing the morale and effectiveness of the chaplain assistants on staff?

**NEXT SESSION DATE and TIME:**